

TSC Value Program – 8 Basic Contact Questions

Date of Initial Contact:	Notes from Initial Contact and Follow-up Contacts:	
Name of Initial Value Program or D8170 Contact: :		
Name of Client:		
Client Location and Phone Number(s):		
1. Reason for Study: <i>Are there other, "non-mandatory" motivations?</i>	> 1M____, 500K-1M____, Other (state reason):	
2. Timing: <i>Does client have enough time to assemble items on Preparation Checklist? Will more time be needed to prepare for a successful study?</i>	When will the study need to be completed? Why?	
Preparation Checklist:		
3. Design Team: <i>Identify contacts for additional information.</i>	<div style="display: flex; justify-content: space-between;"> Who is on Design Team? Where do they work? Who is Design Team Leader? </div>	
4. Baseline Cost <i>Is client ready for study? Are they asking for more, or less, than VA/E/P can deliver?</i>	Is there an accepted baseline design? _____ Who can supply it to us now ? _____ If no, when will it be available ? : _____ From whom? _____	
5. Users <i>List any/all that client describes</i>	List the users: Is there any written documentation of their requirements for this baseline design? _____. If yes, Who can supply it to us now.	
6. Potential Team Members <i>Guide as needed. Refer client to website</i>	Have you contacted any potential team members? If yes, who and where are they from. What additional team members/areas of expertise are needed? Who will contact team members?	
7. Location <i>Assess feasibility of location. "On-site" Benefits can be tangible (eg.design) or non-tangible (eg. access to users).</i>	Is study best held in Denver? _____ If no, What specific benefits will there be for the study to be conducted at the site? Is there a large enough quiet space to conduct study at/near the site? _____ Who should be at the final presentation? Where are they located?	
8. Information <i>Identify missing data and information.</i>	What other pertinent data/ information will be needed by the team? Does this data exist now? If yes, who can supply it to us? If no, can it be obtained prior to the study (and made available 1 week prior).	

Preparation Checklist for TSC Facilitated Value Study

Planning Guide (Weeks prior to 1 st team meeting)	Scheduled Completion Date	Actions to be taken by Client
		<p>See WWW.usbr.gov/valuprog for more details.</p> <p>Highlighted items refer to specific sections in the <u>Value Program Handbook</u> which can be found on the web site. Do not hesitate to consult TSC Value Program staff during your preparation should you need further assistance.</p>
At Least 6 weeks prior		<ul style="list-style-type: none"> <input type="checkbox"/> Select project(s). See Section 2-C. <input type="checkbox"/> Gather project baseline cost estimate information. <input type="checkbox"/> Identify 4-6 Team members. See Section 3-C. <input type="checkbox"/> Identify users/stakeholders.
5 weeks prior		<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for participation of design team and/or project leaders: A. during first two hours of study, and B. as needed during the study. Identify project technical data. See <u>Activity Team Value Study Assistance Guide</u> on website. <input type="checkbox"/> Site visit arranged (if needed), meeting room and equipment reserved. See Section 3-D. <input type="checkbox"/> Finalize study dates, hours, and location. <input type="checkbox"/> Update team members on plans for study. <input type="checkbox"/> Obtain TSC estimate for cost of study. Initiate approval process.
4 weeks prior		<ul style="list-style-type: none"> <input type="checkbox"/> Gather project technical data. <input type="checkbox"/> Send baseline cost estimate to TSC Value Program Office. <input type="checkbox"/> Confirm team member's participation in study. <input type="checkbox"/> Make decision on best method for user/stakeholder participation in study. <input type="checkbox"/> Establish Service Agreement with TSC. <input type="checkbox"/> Begin outside consultant arrangements (if needed). See Section 3-E.
3 weeks prior		<ul style="list-style-type: none"> <input type="checkbox"/> Project decision makers invited to presentation by team on last day of study. See Section 3-F-8. <input type="checkbox"/> Project technical data complete and sent to TSC Value Program Office.
2 weeks prior		<ul style="list-style-type: none"> <input type="checkbox"/> Confirm that study equipment/supplies will be in meeting room. <input type="checkbox"/> Reminder memo sent to each team member. <input type="checkbox"/> Complete user interviews or panel (if needed).
1 week prior		<ul style="list-style-type: none"> <input type="checkbox"/> Outside consultant arrangements complete. <input type="checkbox"/> Reminder memo sent to project and design team leaders for participation during first two hours of study.